

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, TX 78234-5056

AFOD-B

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) 700-1, EOD Operational
Ammunition and Explosive (OAE) Accountability Procedures

This Letter of Instruction replaces the 79th Ordnance Battalion
supplement dated Feb 88 to Group OI 700-1. This entire LOI
should be reviewed in detail by all members of the command.

1. REFERENCES:

a. AR 710-2

b. CTA 50-909

2. PURPOSE: Establish procedures and requirements to ensure
proper accountability of recovered ordnance and Operational
Ammunition and Explosives (OAE) as defined in AR 710-2, para 2-
40 and listed in CTA 50-909, Table 62. This LOI does not apply
to training ammunition or explosives.

3. SCOPE: This LOI is directive in nature and applies to all
personnel assigned or attached for duty with the 79th Ordnance
Battalion (EOD) and its subordinate units.

4. RESPONSIBILITIES:

a. Subordinate company commanders of this battalion are
directly responsible for the implementation and supervision of
the actions required by this LOI in their respective companies.

b. The battalion Executive Officer is responsible for
staff supervision of all OAE accountability in the battalion.

c. Company commanders will immediately notify this
headquarters of any discrepancies, loss of surety or any
potential compromise of accountability of OAE.

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d. The battalion Executive Officer is responsible for inspections, inquiries or investigations involving OAE.

e. The Company Commander is responsible for determining the type and quantity of OAE for their unit.

f. The battalion S-4 has staff responsibility for the procurement and asset visibility of OAE.

5. REQUIREMENTS:

a. OAE will be requisitioned on DA Form 581 and entered on the expendable ammunition document register.

b. When the operational OAE is received from the Supply Support Agency (SSA), the following procedures will be adhered to:

1) Post receipt to document register.

2) Place the DA Form 581 in the supporting document file.

3) OAE accountability will be a double entry system. For each lot number within each DODIC received, prepare two Magazine Data Cards (DA Form 3020R). One copy will be maintained on each stack of explosives and the other will be maintained at the unit for ready reference and cross check purposes.

4) When OAE are drawn from the holding area, take the DA Form 3020Rs that are maintained at the unit to the explosives holding area so that both may be annotated to show the quantities withdrawn. The OAE items will be drawn from the bunker as follows:

a) The date of withdrawal will be annotated on both DA Form 3020Rs followed by the incident number, quantities withdrawn and the last name of the team members. Return the second DA Form 3020R to the unit.

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b) The unit will complete an Explosive Ordnance Incident Sheet (DA Form 3265R) for each incident in which ordnance items were destroyed and OAE used. Item 18 of the DA Form 3265R will show the exact quantities of OAE used during the operation. The Team Leader and Team Member for the incident will sign the DA Form 3265R attesting to the consumption or return to stock of OAE issued for use during the operation.

c) The completed DA Form 3265R will be kept in a suspense file in incident number sequence until the weekly DAIRS role-up is received by Battalion. The unit will maintain all completed DA Form 3265Rs on file in incident number sequence for three years.

d) OAE not consumed during operations will be returned and appropriate entries made on all DA Form 3020Rs.

5) Monthly, two personnel (one must be E5 or above) will jointly perform a 100% inventory of OAE items and prepare a memorandum listing the results of the inventory (see enclosure). The DA Form 3020R will be annotated to reflect the monthly inventory. Any discrepancies will be investigated immediately. The same personnel will not conduct the inventory on consecutive months. The commander will document by memorandum a quarterly review of the document register, DA Form 3020Rs and conduct the inventory.

c. The following procedures will be utilized for ordnance recovered on EOD incidents:

1) Ordnance placed in the Safe Holding Area (SHA) for temporary storage will be clearly marked with item description or nomenclature, quantity, incident number, and incident date.

2) Complete two DA Form 3020Rs for each piece of ordnance in the SHA. One DA Form 3020R will be placed on the stack of ordnance and the other will be maintained at the unit. Items such as time fuse and det cord will be annotated in feet but counted as one item for totaling and inventory purposes.

3) A DA Form 3265R will be completed for the items and placed in a suspense file pending actual destruction of the

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items. After destroying items in the SHA, block 18 of the
DA Form 3265R will be completed and the form processed IAW this
LOI.

4) Recovered ordnance meeting imminent danger
criteria that must be temporarily stored, should be destroyed
within 12-24 hours. Avoid storage accumulation, which may lead
to problems with compatibility, accountability, and the EPA.

6. Efficient and Effective!

Encl
as

PATRICK J. KELLY
LTC, OD
Commanding